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CONFIDENTIAL

12 January 1967

SUBJECT: VETTING POLICY, CHANGES.

1. Liquidation of Vetting Office. Effective this date, the separate maintenance of the Vetting Office (VTO) is discontinued. The several files which have been charged to the VTO are hereby transferred to the custody of the Message Center and will be disposed of as follows:

The Control File, now located in Room 2051, will continue to occupy that room for the present. Its maintenance and use will continue without change.

The SFI and Vetting Office files, the Visa File, the Tracer file and the Traveller file, will be located in Room 2051 under the custody of [redacted] These files will be available for reference and use. STAT

The K-2 Circle file, RES file, and TRIPLE-K file will be located in Room 1153 under the custody of [redacted] These files will be available for reference and use by properly cleared personnel. STAT

2. Effective this date, full responsibility is placed on each operational Branch or Office Chief for the complete vetting of all his own undercover agents, couriers, outents, sources, informants, etc. Each Branch or Office Chief will insure that the completest possible coverage is obtained in both field and domestic investigation of his undercover agents, couriers, etc. Procedures and extent of coverage in field investigations will be

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determined by the circumstances of the individual cases and areas. The procedures below will be followed in making domestic checks on vetting cases.

CONTROL FILE: The Control File will be checked in all cases, and all items possibly applying will be eliminated or applied by reference to the proper files and documents.

MESSAGE CENTER: The name file in the Message Center will be checked as above:

OSS ARCHIVES — SECURITY OFFICE FILES: OSS Archives and the files of the Security Office will be covered when there is any indication of past OSS connection or association not otherwise satisfactorily verified. When such association is established, previous evaluations and estimates will be diligently sought and considered.

OTHER U.S. AGENCIES: The files of other U.S. Agencies, particularly State Department, Biographical Intelligence of State, FBI, G-2, ONI and I & N will be consulted when it is reasonable to assume that information may be found. Routine name checks for reference to any of these files will be made through [redacted] of the Security Office. In cases where it is definitely known that information is to be found in the files of another agency, the request will be made through the Office of Control. STAT

POSITIVE INVESTIGATION: In cases where positive investigation in the United States is needed to verify statements or clear up uncertainties, the facilities of the Security Office will be employed. A memorandum detailing the necessary background, requesting the type and extent of information desired, and the type of cover for the investigation will be sent by hand to [redacted] of the Security STAT

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Office, who will direct the necessary investigation. [redacted] STAT will make available to the requesting Branch or Office the original reports rendered by his investigators; these reports will be returned to the Security Office when they have served their purpose.

REPLIES TO FIELD: In all cases prompt replies will be returned to the field stations on vetting requests. These replies will contain all available information uncovered here and not known to be available at the field station.

VETTING FORMS: Attached is the key to the biographical form now in use at most field stations for requesting vetting and tracing on individuals.

CARDING OF INFORMATION: Each Division Chief is responsible for carding of names in vetting cases originating in his own operations, and for the submission to the Control File of a control card on all such names. Each SC Division is responsible for the carding of references, in documents from its own area, to inactive names in the SFX file. Branch and Office Chiefs are responsible for assuring that proper records are prepared and proper safeguards employed so that all future information received, regardless of source, on operational personnel shall be readily coordinated with the operational dossier on the subject.

Attachment:

(1) "Form for Vetting and Tracing"

(Form not attached)

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